

Agency Name
Equity and Inclusion Plan – Team Charter
Date

Team Composition:

- Executive Sponsor:
- Managers/Co-Chairs:
- Liaisons:
- Committee Members:
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Background:

On November 12, 2019 Governor Tony Evers signed Executive Order 59, directing each state agency to develop an equity and inclusion action plan to implement strategies that will comply with AA/EEO requirements, build an infrastructure and culture committed to equity and inclusion and incorporate equity and inclusion throughout the agency's work and public service.

The AGENCY will work with the EEO/AA Officer in the development of the plan and measurable outcomes. The EEO/AA Officer will provide guidance and direction to the project team, as needed/requested. The EEO/AA Officer will work with the AGENCY to draft and submit the Equity and Inclusion Plan.

Project/Team Mission:

The mission of the project team is to review and evaluate current AA/EEO and diversity programs, policies, practices and reports to identify barriers, trends and opportunities for improvement and develop effective strategies that advance equity and inclusion efforts and achieve meaningful results. The team has the authority to determine specific roles/responsibilities within the team.

Goals and Objectives:

The team will review workforce and other HR-related data and identify goals and objectives to address issues related recruitment, retention and agency culture. The goals and objectives will include measurable outcomes, timelines and responsible parties. The team will also develop recommendations for executive leadership to communicate the activities in the plan. Specifically, the team will:

- Review current Equity and Inclusion policies/practices in the agency's recruitment process.
- Review the agency's existing AA plan.
- Review HR-related data, such as exit interview summaries and employee survey results.
- Identify and analyze issues, gaps and barriers regarding the agency's retention of employees belonging to protected groups (e.g. race, gender, age, etc.).
- Identify and analyze issues, gaps and barriers regarding the promotion of employees belonging to protected groups (e.g. race, gender, age, etc.).
- Examine strengths and weaknesses in the agency's efforts to create an inclusive work culture.
- Develop a plan with recommendations to address any identified issues or shortcomings in the areas above.

Decision-making Authority:

The team members are expected to reach a majority consensus during the decision-making process. In the event the team cannot reach a majority consensus, team leadership and/or the executive sponsor shall have the ultimate decision-making authority.

Communication Strategies:

The team will make recommendations to the executive and project sponsors related to communication strategies about the plan and goals. Communication strategies may include both internal and external methods. The team will recommend a timeline associated with the communication strategy.